

BUILDING TECHNICIAN SPECIALIST

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of technical duties involved in the coordination and administration of a Facility Management Master Plan, operations, service requests, asset management database system and project management. To include dispatching technical trade service personnel, disseminating information, maintaining related building records and warranty contract coordination.

Supervision Received and Exercised:

Receives general supervision from Facilities Management supervisory staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Act as initial point of contact to provide information to the general public and respond to customer requests for service and complaints; answer telephone for service and information regarding trades service work orders; refer inquiries to appropriate division personnel.
- Create, distribute, track and resolve service request work orders based upon requirements from internal and external entities for work to be performed by Facility Management personnel and contractors.
- Estimates time and materials on work requests and inputs into system.
- Retrieve requests for service from various sources, create work orders and route personnel accordingly; initiate and answer phone calls to and from employees, citizens, contractors, field personnel requiring information stored with various databases; route incoming calls to the proper staff as needed.
- Review requisitions, purchase orders, invoices for payment, time sheets and other financial and/or personnel related documents.
- Provide maintenance information to supervisors and work teams as necessary. Assist the Facility Maintenance Director and supervisors with the coordination and management of special projects.

- Compile and organize data and background material and prepare a variety of statistical building project data and special reports. Maintain a variety of statistical records, verify and tabulate basic statistical data.
- Assists with the development of an automated predictive and preventive maintenance program; maintains updates and changes to system.
- Establish, organize and maintain filing systems; perform record keeping for various building projects regarding warranties; maintain inventory records, division program files; maintain technical information records.
- Promote workplace safety awareness and understanding of potential workplace hazards by conducting research and disseminating information to staff; maintain up-to-date knowledge utilizing appropriate resources.
- May order parts and supplies for building, electrical, plumbing and mechanical and other trades services.
- Review blueprints and recognize resource needs for building projects.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Two years in the building construction trade as a project manager and one year of responsible experience in computer practices using a computerized asset/maintenance management work order system.

Education:

Equivalent to the completion of an Associates degree from an accredited college, university or trade school with course work in construction, architecture or engineering. Construction-related experience is highly desirable.

Licenses/Certifications:

Possession of, or required to obtain applicable building trade certification.

Examples of Physical and/or Mental Activities:

(Pending)

CITY OF TEMPE Building Technician Specialist (continued)

Competencies:

(Pending)

Job Code: 254

Status: Non-Exempt / Classified